



Emergency Management for Small Community Leaders



Establishing Local Emergency Priorities and Managing the Local Emergency Response





Unit 1 : All Emergencies Are Local





Unit Objectives

- Establish Local Emergency Management Priorities
- Understanding Hazards, Emergencies and Disasters –the Difference Between
- Planning for and Managing Local Emergency Response
- Collect and Share Information with Local Partners
- Review Lessons Learned





Emergency Management Priorities

1. Save lives
2. Ensure the safety and health of all responders
3. Reduce suffering and care for casualties
4. Protect public health
5. Protect critical local and state government infrastructure
6. Protect personal, private, and commercial property
7. Protect the environment
8. Reduce economic and social losses
9. Restore the area to normal as soon as possible





The Pre-Disaster Phase

- Assess community preparedness
- Warn residents of local dangers.
- Meet with local, private non-profit, volunteer response, relief, and recovery agencies.
- Notify regional, borough, and/or statewide resources of possible logistics requests.
- Review your local emergency operations plan (EOP) and other applicable guidance.
- Role of the business and local organizations in an Emergency.
- Role of the Public in an emergency.





Community Action Checklist

- Conduct seasonal or pre-event inspections of community infrastructure
- Document existing conditions and scheduled maintenance of infrastructure and facilities
- Institute a public awareness program and provide preparation information
- Plan to provide community assistance





Emergency Action Stages

- **Response** – immediate
- **Relief** – less than four weeks
- **Recovery**– from four weeks up to several years





Managing Your Response

The First 72 Hours

- Survive the event, safeguard others, then transition to operations mode
- Respond to the immediate known effects of the event
- Assemble resources for a sustained response and to provide basic services to the community
- Consolidate your system for sustaining emergency response operations
- Stabilize support for affected areas and secure unaffected areas
- Begin the transition from immediate response efforts to sustained operations





Beyond 72 Hours

Focus on three primary areas:

1. Ongoing rescue and other emergency measures.
2. Transitioning to sustained emergency operations.
3. Prepare for ongoing recovery efforts focusing on restoration of services.





Initial Information to Provide to the SEOC

- Incident specifics or a consolidated situational assessment or report (i.e., SITREP) – see the “**25 Questions for Emergency Managers.**” pg. 12
- Types and extent of damages
- What emergency efforts are being done locally?
- Any immediate assistance needed.
- The community’s priority needs and resource requests.
- Has a state of local emergency been declared?





Damage Assessment Types

- Rapid Assessment or “Windshield Survey”
- Initial Damage or Life-Safety
- Preliminary Damage Assessment (PDA)





Prioritized and Immediate Needs

- Prioritize your needs and identify those that are immediate.
 - Shelter support
 - Food and Water
 - Power and Communications
 - Infrastructure repair
- A checklist for immediate needs is available from the SEOC.

IMMEDIATE NEEDS	COMMUNITY HEALTH
Food	<input type="checkbox"/> Medical staff
<input type="checkbox"/> Type of food	<input type="checkbox"/> Supplies (medical and pharmacy supplies, IV fluids, medical equipment, etc.)
<input type="checkbox"/> Baby food (formula, etc.)	<input type="checkbox"/> Mobile communications and ambulance unit
<input type="checkbox"/> Specialized (religious, etc.)	<input type="checkbox"/> Immunization vaccines
<input type="checkbox"/> Animal and pet feed	<input type="checkbox"/> Disease surveillance
<input type="checkbox"/> Storage facilities/refrigeration	
Water and Sanitation	Infrastructure Repairs
<input type="checkbox"/> Potable water	<input type="checkbox"/> Repair of roads, railways, and bridges
<input type="checkbox"/> Disinfectant (chlorine, etc.)	<input type="checkbox"/> Repair of community power supply and transmission lines
<input type="checkbox"/> Latrines and portable toilets	<input type="checkbox"/> Repair of telecommunications
<input type="checkbox"/> Cleaning supplies (soap, etc.)	<input type="checkbox"/> Repair of airport facilities and runway
<input type="checkbox"/> Manpower for repair of facilities	<input type="checkbox"/> Repair of sewer and septic facilities, water tanks, and pipelines
<input type="checkbox"/> Disinfection of the community	<input type="checkbox"/> Repair of heating plants and circulation systems
<input type="checkbox"/> Extra water testing to verify safety	<input type="checkbox"/> Repair of equipment needed to restore damaged facilities
Clothing	<input type="checkbox"/> Repair of fuel-storage facilities
<input type="checkbox"/> Infants (diapers)	<input type="checkbox"/> Repair of government buildings (post office, city office, shelter, etc.)
<input type="checkbox"/> Children	<input type="checkbox"/> Repair of school buildings and facilities
<input type="checkbox"/> Adults	<input type="checkbox"/> Repair of emergency vehicles (fire, ambulance, police, etc.)
<input type="checkbox"/> Winter/cold weather	<input type="checkbox"/> Repair of snow-removal and debris-removal equipment needed to clear roads
<input type="checkbox"/> Rain gear	<input type="checkbox"/> Manpower needed to accomplish the work listed above
Education	<input type="checkbox"/> Availability of materials, supplies, and fuel
<input type="checkbox"/> Infrastructure (temporary or permanent)	Special Needs
<input type="checkbox"/> Teacher kits and substitute teacher/assistant training	<input type="checkbox"/> Medical supplies (oxygen, handicap patient needs, special drugs, etc.)
<input type="checkbox"/> Reading materials, school supplies	<input type="checkbox"/> Personal needs (contacts, eyeglasses, hearing aids, prescriptions, etc.)



Resource Request Checklist

A checklist is also available from DHS&EM for resource requests.

- Drinking Water
- Food
- Shelter
- Vehicles
- Generators
- Pumps
- Pet Care and Supplies

Generators

- ☐ What type of facility requires the generator? Does the facility have a quick connect for the generator?
- ☐ What size generator (kilowatts) is needed?
- ☐ What voltage? What phase?
- ☐ Can the requestor refuel the generator? If yes, can the requestor provide either gasoline or diesel?
- ☐ Does the requestor have trained/qualified personnel to maintain the generator? If necessary, does the requestor have a forklift to off-load the generator?

Pumps

- ☐ What is the necessary pipe/hose diameter or volume of water in gallons per minute?
- ☐ Does the water being pumped contain debris?
- ☐ What is the necessary pipe/hose length?
- ☐ Can the requestor refuel the pump? If yes, can the requestor provide either gasoline or diesel?
- ☐ Does the requestor have trained/qualified personnel to maintain the pump? If necessary, does the requestor have a forklift to off-load the pump?

Pet and Animal Care

- ☐ Is food, shelter, or water for pets, working animals, or livestock needed?
- ☐ Is veterinary or animal-related organization (e.g., dog musher's association) assistance needed?

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have a suitable location(s)

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or 1-800-451-8267 (24

☐ Does the truck require 4-wheel-drive capability?

☐ What type of fuel is available in the community (gasoline or diesel)?



Documentation

- Begin tracking early – what has happened and what needs done
- Maintain personnel logs for planning and tracking (ICS 214)
- Track expenditures by Cost Code
- Good cost tracking will support requests for any available reimbursement



Field Liaison Goals

- **Advise** community officials in basic emergency and disaster management and incident operations
- **Assist** the community in identifying their priority needs
- **Provide** regular situation updates to DHS&EM and SEOC
- **Identify and resolve** critical issues between the local leaders and state agencies
- **Document** site conditions and record meetings, teleconferences, decision-making rationale, and recovery progress
- **Obtain/compile** damage assessment information needed for PDA/PWs





Lessons Learned from Past Emergencies

- Activate early as possible
- Staff initially to a high enough level
- Delegate authority for EOC functions to primary staff
- Contact the SEOC early
- Assume and plan for some degradation in personnel or systems
- Expect the unexpected
- Closely monitor operating effectiveness
- Make changes when necessary





Unit 1 Summary

- All Emergencies Begin and End Locally
- Establish Local Emergency Management Priorities
- Manage Local Emergency Response
- Collect and Share Information and Responsibilities with Partners
- Apply Lessons Learned

